

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 110-06

June 28, 2006

POSITION: Technical Services Advisor

DEADLINE TO APPLY: July 12, 2006

CLASSIFICATION: JFS Program Advisor  
DEPARTMENT: Job and Family Services  
LOCATION: 222 E. Central Parkway  
Cincinnati, OH 45202  
WORK HOURS: 80 Biweekly  
FLSA STATUS: Salaried/Exempt  
SALARY: \$46,779 Annually

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Master's Degree in social work or related field plus two (2) years of experience in children's services caseload work including one (1) year in the position of JFS Manager 1 – Children's Services or Bachelor's Degree plus five (5) years of experience in children's services caseload work including one (1) year in the position of JFS Manager 1 – Children's Services. Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

### Listed below is a brief summary of the JOB DUTIES:

Assists with the development of the budget and subsequent monitoring of expenditures; monitors and mentors staff and line supervisors to assure compliance with structured decision making and safety assessment protocols. Serves as liaison between Agency administrators and other staff in giving direction, troubleshooting, problem solving and disseminating information and decisions regarding case management practice. Serves as a Children's Services expert in the use of automated case management tools, policy and procedure. Reviews and responds to State clearance materials. Uses knowledge and understanding of JFS policies and procedures as well as operations of other agency systems and how they interrelate. Regularly serves on various committees/work groups such as Semi Annual Reviews, Adoption Match Committee, interview panels, etc. Manages special projects. Supervises and manages staff in work units when necessary and assigned by Section Chief. Maintains databases on work quality/quantity and identifies production problems and frequency of occurrence. Assures weekly and monthly projection reports are produced, analyzed and acted upon; provides reports and assures major work objectives for staff and supervisors are on target. Maintains databases on progress attained toward State, Federal and Local outcome measures and effectiveness. Analyzes data, provides reports and makes recommendations for improvement. Communicates with Information Systems and/or other entities to identify and resolve computer system issues. Participates on a team with other Manager 1 – Human Services staff to coordinate, communicate and resolve shared issues and new knowledge, success or failure of projects, etc. Attends necessary training as required. Performs other related duties as assigned.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.**